

**Rolling Valley Section 8-D  
HOA Quarterly Board Meeting  
Monday, 20 Jan 2020**

**Minutes**

**Location:** Dennis Kurre's Home, 8812 Hayload Court

**Board Members Present**

Dennis Kurre – President

Michael Graves – Vice President

Ruth Ann Hoel – Treasurer

Jonathan Clough – Secretary

Thomas Blume

Jeff Lins

**HOA Members / Board Candidates:**

Gabi Kreuzscher

Lisa Nelson

**Call to Order:** Dennis Kurre called the meeting to order at 7:03 PM.

**Treasurer's Reports:** Ruth Ann Hoel presented the budget for CY2020, but postponed the delivery of the 4<sup>th</sup> quarter financial report, pending resolution of a discrepancy in the bank records that she was addressing. She reported current reserves totaling \$15,373.73, with all dues collected. There were no significant changes in the budgeted amounts, with expected income totaling \$5,911.50 and forecast expenses of \$5,963.00.

**Old Business:**

- **Dues Collection Policy:** Dennis Kurre reviewed the updated annual dues collection policy that the Board had arrived at after investigating numerous options to better incentivize on-time dues payments by homeowners. In short, after gathering a couple legal opinions that a graduated dues policy would run afoul of the 7% ceiling on increases for annual dues stipulated by the By-Laws, the revised policy will be as follows:
  - Prior to 1 February each year, the Board will send an email notification to homeowners alerting them to the pending annual assessment/dues letter.
  - The Board will mail the Annual Assessment letter NLT 1 February, requiring dues payments by 1 March.
  - For any delinquent homeowners, the Board will send a notification to them by March 15<sup>th</sup>, informing them of their delinquent status, as well as the fact that closing at the time of sale could be affected, or a lien could be placed against their property if not paid by March 30<sup>th</sup>.
  - The Board will retain a record of delinquent members to facilitate either recoupment of unpaid dues at time of any sales of a given property or to initiate a lien against the property.

Dennis also requested the Board consider some remuneration for attorney Richard Dezio for his services in providing the Board a legal opinion on this matter. Tom Blume made a motion to pay \$100, and the motion was passed unanimously. (Action Item)

### **New Business:**

- 2020 Assessments Letter: The Board discussed the plan to draft, print, and disseminate the 2020 Assessments Letter via physical mail while planning to migrate to primarily electronic dissemination next year. Michael Graves agreed to draft and send the “heads up” broadcast email, per the new policy. Jonathan Clough provided a draft of the 2020 Assessments letter to the Board, and agreed to print the address labels after getting a copy of the most current spreadsheet from Ruth Ann. Dennis Kurre and Jeff Linns volunteered to print and stuff the letters prior to 1 Feb, once the draft was finalized. (Action Item)
- Proposals to Improve HOA Communications: Michael Graves presented several recommendations to modernize and streamline both external and internal HOA communications. The proposals were as follows:
  - Migrate to cloud-based internal coordination: For internal HOA coordination on matters such as Minutes and Assessment letters, rather than the unwieldy exchange of multiple revisions to draft Word documents via emails amongst the Board members, Michael proposed we utilize a cloud-based solution such as OneDrive or GoogleDocs. He also proposed the Board consider using this approach to capture in a shared document the views and contributions of Board members when deliberating on a particular issue, rather than doing so via separate and often discontinuous email threads. The Board unanimously endorsed this approach, but admitted there may be a learning curve involved. Jonathan Clough noted that we’d already begun taking this approach with the coordination on the Minutes from the Annual Member’s Meeting via OneDrive in November. (Action Item)
  - Improve external email communications: Michael Graves asked the Board if it was still supportive of transitioning to primarily electronic (email) communications with homeowners going forward via the Mail Chimp service. The Board agreed it was a sound approach. He proposed continued research on enabling electronic payment of dues via PayPal, and proposed setting up a PayPal email address as an initial step toward this goal. He proposed using [Assessment@winstonknolls.org](mailto:Assessment@winstonknolls.org), but several members expressed concerns that an address lacking the term “HOA” somewhere in the address might lead to

confusion about whether they were paying mandatory dues to the HOA or voluntary dues to the Winston Knolls Civic Association. So, the Board suggested addresses such as [HOA\\_Payments@winstonknolls.org](mailto:HOA_Payments@winstonknolls.org) or [HOA\\_Assessment@winstonknolls.org](mailto:HOA_Assessment@winstonknolls.org). Michael agreed to modify the address to include the term “HOA” in it. (Action Item)

- Establish an organizational email address to send emails: Although the Board currently has organizational email addresses to receive emails, we lack the ability to send, other than via our personal accounts. So, Michael proposed setting up a dedicated email address with our web-hosting service (In-Motion) and current domain (winstonknolls.org) that the Board could utilize whenever we need to send official correspondence. The Board endorsed this proposal as well, but will need Michael to provide instructions on how to modify email clients to send from the new address. (Action Item)
- Update Disclosure Packets: Michael also proposed revising the HOA’s Disclosure Packets with some “welcome to the neighborhood” correspondence, requests for homeowner email contact information, and updates to the very dated material on community resources. The Board supported this proposal. (Action Item)
- Clarify HOA Board Division of Labor: Michael suggested that the Board needs to formalize the specific responsibilities/tasks that individual members are assigned, so we know who on the Board needs to respond when a homeowner calls or emails about an issue. Dennis Kurre reminded the Board that we’d already documented this division of labor this past spring, so he indicated he would resend that reference to the Board. (Action Item)
- Repayment of Stolen Funds: Dennis Kurre recommended the Board consider repaying our Treasurer, Ruth Ann, for the personal funds that she paid into the HOA’s account after we were victimized by a hacking/electronic theft scam this past spring. Ruth Ann described how the bank was ultimately able to recover approximately \$670 of the \$4850 that was stolen, but the remainder she had written off as a personal loss. Tom Blume made a motion to repay her in a single payment, and the Board unanimously supported it. From a budget perspective, we will account for the payment in the “Contingency” category. Dennis Kurre agreed to cut and sign the check to Ruth Ann. (Action Item)
- Election of HOA Board Officers for 2020: Dennis Kurre led a discussion about volunteers for officer positions in the HOA, but there were no new volunteers, so the Board agreed to continue the rotation schedule agreed upon several years ago for the President and Vice President positions. Jonathan Clough and Ruth Ann Hoel

agreed to continue in their current positions as Secretary and Treasurer, respectively. The Board agreed to the following officer assignments by affirmation:

President	Michael Graves
Vice President	Jeff Linns
Treasurer	Ruth Ann Hoel
Secretary	Jonathan Clough

- The Board agreed to schedule the next Quarterly Meeting for Wednesday, **1 Apr 2020**, at 7:00 PM at in Dennis Kurre's home.

The meeting adjourned at 8:20 pm.

**Action Items for the Board:**

- Send a check for \$100 to Richard Dezio for his legal consulting services (**Dennis Kurre**)
- Draft the 2020 Assessments Letter and print the address labels (**Jonathan Clough**), print 200 copies of the finalized letter (**Dennis Kurre**), and stuff, stamp and mail the letters by 1 Feb (**Dennis Kurre, Jeff Linns**).
- Begin migrating to cloud-based coordination via OneDrive (**all**)
- Set up a PayPal email address with "HOA" in the address and link it to a separate HOA checking account to support electronic dues payment (**Michael Graves and Ruth Ann Hoel**)
- Establish a @winstonknolls.org email address and provide instructions to the Board on implementing it in their email client software (**Michael Graves**)
- Update HOA Disclosure Packets (**Michael Graves, Jonathan Clough**)
- Resend the HOA division of labor document to the Board (**Dennis Kurre**)
- Write a check to Ruth Ann Hoel to repay her for the personal funds she lost during the hacking/fraud scam last spring (**Dennis Kurre**)

**Attachments:** Treasurer's Report